



Winnersh Parish Council

Winnersh Community Centre
New Road, Sindlesham, Wokingham
Berkshire RG41 5DU
Phone 0118 978 0244
e-mail: clerk@winnersh.gov.uk
www.winnersh.gov.uk

Minutes of the **RECREATION AND AMENITIES COMMITTEE** meeting
held on **Tuesday 4th April 2023 at 7.30pm**
at the Winnersh Community Centre

Councillors Present: Cllrs Harper (Chairman), Doyle, Hanna & Southgate

Officers: Marcia Milsom, Clerk

1. APOLOGIES FOR ABSENCE

No apologies for absence were received.

2. DECLARATIONS OF INTEREST

Cllr Harper declared an interest in item 6 – Winnersh Allotments.

3. CLERKS REPORT

The Clerk's report was attached at Appendix 1. **Noted.**

Cllr Southgate asked for confirmation that the blinds installation was now complete and the Clerk confirmed.

4. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 7th March 2023 had been approved and signed at the Council meeting.

- i. The Clerk advised that she had queried the quote for Bearwood Recreation Ground signage which had been approved at Full Council. A revised quote had been received for £125.00 per sign (total £375.00) and it was **RESOLVED** to accept the revised quote and the Clerk would place an order.

ACTION: CLERK

- ii. The Clerk advised that she had written to the resident regarding the fencing request and no further communication had been received.

5. BERKSHIRE YOUTH

A written report from Berkshire Youth was attached at Appendix 3.

The report included a proposal for an additional member of staff from April 2023. The new weekly cost would be £133.80 (£5,352.00 for 40 weeks).

It was **RESOLVED** to recommend that the proposal for an additional staff member (new weekly cost £133.80) be accepted on condition that the sessions expanded and attendance numbers increased, with a review to be carried out in six months.

ACTION: CLERK

6. WINNERSH ALLOTMENTS

- i. Entrance gates – the Clerk advised that WBC and Reds10 had carried out works on the entrance gates to provide improved access to the padlock and secure the upright posts.
- ii. Lease changes – the Clerk had requested an updated map from WBC detailing the new access road. Once received, the lease document would be amended and reviewed by Cllr Harper, the Clerk and sent to WPC Solicitors.

ACTION: CLLR HARPER/CLERK

- iii. Allotment inspection – the CELO had carried out an inspection on 29th March. Cllr Harper advised that the majority of plots were in reasonable condition despite the bad weather. A number of new tenant plots were in poor condition and he would work through the inspection report with the CELO.

ACTION: CLLR HARPER/CELO

- iv. Allotment Inspection Policy - a draft Allotment Inspection Policy was attached at Appendix 4a. Comments on the draft policy from the Winnersh Allotment Association were attached at Appendix 4b. Cllr Harper advised that he had worked with the CELO to incorporate the WAA comments and the draft policy reflected these.

It was **RESOLVED** to recommend that the Allotment Inspection Policy be adopted.

- v. Gate padlocks – the CELO had obtained a quote for combination keypad locks - attached at Appendix 5.

It was **RESOLVED** to recommend that the padlocks be replaced with combination keypad locks, subject to the Clerk obtaining a second quote. The Clerk was asked to clarify the guarantee period for the locks.

ACTION: CLERK

7. PLAYGROUND EQUIPMENT

- i. The Clerk advised that all repairs had now been completed.
- ii. The Clerk advised that the new toddler unit installation was expected end of April/early May and that ARD were working to sell the original piece of equipment on WPC's behalf.

8. RA& BUDGET REVIEW 2022/23

- i. The latest I&E report was attached at Appendix 6. **Noted.**
- ii. Cllr Southgate advised that additional codes would be created in 2023/24 for individual projects to give more detailed analysis.
The Clerk advised that as a full I&E report was not required on a monthly basis, moving forward she would merge this item with the Capital Projects item.

9. CAPITAL PROJECTS

A final update on 2022/23 capital projects was attached at Appendix 7a. **Noted.**

Cllr Harper noted that a number of projects had been carried forward to 2023/24.

An update on 2023/24 capital projects was attached at Appendix 7b. **Noted.**

- i. Council office/Sindlesham Room development – a briefing paper was attached at Appendix 8.

It was **RESOLVED** to recommend that an architect be engaged to produce drawings for two options with external entry:

- a. Internal staircase and platform lift
- b. Platform lift only

ACTION: CLERK

- ii. Pavilion House Improvements – quotes for works were attached at Appendix 9. The project budget is £30,000.

It was **RESOLVED** to recommend to accept the quotes as follows:

- a. Kitchen and bathroom upgrade – Berkshire Construction - £12,182.51
- b. Electrical works and plastering – Berkshire Construction - £967.90
- c. Carpet to stairs and landing – PCR Carpets - £459.00
- d. Replacement windows/doors – Alpha Windows - £6466.67

It was also **AGREED** that the Clerk obtain quotes for redecoration and present these to Council for ratification.

ACTION: CLERK

The Clerk would also arrange for the obsolete heating vents to be removed and sealed during kitchen/bathroom works.

ACTION: CLERK

- iii. Dimmable lighting – Cllr Harper advised that the current main hall lights were not able to be dimmed. The electrician was obtaining information on whether the drivers could be replaced to enable dimming.

Quotes received for changing the mood lighting to dimmable LED were attached at Appendix 10a and 10b.

It was **RESOLVED** not to move forward with dimmable mood lighting due to the high cost.

It was **AGREED** to change the kitchen foyer bulbs to LED, assuming that they

can work with the existing switches.

ACTION: CLERK

- iv. Disabled toilet refurbishment – quotes received were attached at Appendix 11a and 11b.

It was **RESOLVED** to recommend that the quote from Berkshire Construction for disabled toilet refurbishment, including the pull cord, in the sum of £5,454.88 + VAT be accepted, assuming that the sink is left in its current position with worktop around. The Clerk would obtain an updated quote and check the details of the hand drier to ensure it was adequate.

ACTION: CLERK

10. ALLNATT PAVILION

The Facilities Development Working Group tasked the Clerk with obtaining quotes for a structural survey to be carried out on the Allnatt Pavilion. Only one quote had been received in the sum of £620 + VAT.

It was **RESOLVED** to recommend that the quote from Allcott Associates for a structural survey in the sum of £620.00 + VAT be accepted.

ACTION: CLERK

11. BASKETBALL COURT

A briefing paper was attached at Appendix 12.

- i. Cllr Harper advised that the metal nets had been removed on health and safety grounds following the recommendation of the play inspection company.

The Clerk advised that a spare set of nets was held in the office and it was **AGREED** that these be put up. The condition of the new nets would be reviewed at the next R&A meeting.

ACTION: CLERK

- ii. It was **RESOLVED** to recommend that the quote from Nick Robins Ltd for court re-marking in the sum of £465.80 + VAT.

12. MEMORIAL BENCH

A report on the memorial bench for Sue South was attached at Appendix 13.

It was **RESOLVED** to recommend that a 1500mm brown recycled bench be installed with memorial plaque outside the play area (adjacent to the roundabout), with full costs for bench and installation to be funded by the South family.

It was **AGREED** that the family could provide bulbs for planting in conjunction with advice from the Clerk, with planting to be carried out by WPC's contractors.

13. SINDLESHAM ROOM DOORS

Only one of the external doors to the Sindlesham Room can be secured open with a magnet. The other door is not currently able to be secured open which could prove difficult for wheelchair access.

A quote had been received for installation of an additional door magnet with steel frame on the Sindlesham Room external door – attached at Appendix 14.

It was **RESOLVED** to recommend that the quote from Berkshire Construction for a steel frame and additional door magnet in the sum of £685.92 + VAT be accepted.

14. WINNERSH RANGERS FC

A briefing paper on a request for goalpost compounds was attached at Appendix 15.

Cllr Harper advised that WPC had previously made the decision not to allow teams above U14 to play at Bearwood Recreation Ground due to pitch damage.

It was **RESOLVED** to recommend that reluctantly, WPC was unable to allow teams above U14 to play at Bearwood Recreation Ground and therefore would not allow the installation of a goal store for larger goals as this would not be required.

15. KARCHER FLOOR SCRUBBER

A briefing paper on the floor scrubber was attached at Appendix 16.

Cllr Harper advised that the machine was very old and significant repair costs had already been incurred.

It was **RESOLVED** to recommend that a new Numatic scrubber/dryer machine be purchased in the sum of £1,563.21 + VAT. The Clerk was asked to take advice from Floors of Distinction to ensure that the machine was appropriate.

16. CORRESPONDENCE

None received.

17. DATE AND TIME OF THE NEXT MEETING

The next meeting was **AGREED** as Tuesday 2nd May 2023 at 7.30pm.

The meeting closed at 9.52pm.

R&A Clerk's Report - April 2023

Meeting Action Point	Date Decision Ratified	Minute reference	Action by	Notes	Status
Path Repair	03.01.23	8.1 (i)	GH	Quotes being obtained for path repair and ramp to Sindlesham Room	In progress
Main Hall Floor	03.01.23	8.1 (iv)	GH/Clerk	Order placed with Floors of Distinction for works to be completed in Aug 2023	In progress
Dimmable lighting	03.01.23	8.1 (v)	GH	Quotes being obtained for installation of dimmable lighting to Main Hall & Sindlesham Room	In progress
Sindlesham Room/Office blinds	03.01.23	8.1 (vi)	LD/Clerk	Order placed with Alamo Blinds. Installation date awaited	In progress
Disabled bay tarmac	03.01.23	9.2	GH	Quotes being obtained for relay of tarmac to disabled bay and top up of gravel in other areas	In progress
Main Hall toilet refurbishment	07.02.23	3 (8.1 iii)	GH/Clerk	Quotes being obtained for refurbishment of toilets and confirmation from architect on 'site lines'	In progress
Main Hall/Allnatt Pavilion curtains	07.02.23	3 (8.1 vi)	LD	Obtaining quotes for replacement curtains for installation in Aug/Sep 2023	In progress
Allotment lease update	07.02.23	6.3	GH/Clerk	Liaising with WPC solicitors and WBC on amendments required to allotment lease in respect of new access road	In progress
Playground equipment	07.02.23	7.1	Clerk	Majority of repair works complete, some parts awaited. Additional repairs ordered	In progress
Playground equipment	07.02.23	7.3	Clerk	Order placed for removal of equipment and installation of toddler unit	In progress
Council Office/ Sindlesham Room development	07.02.23	9.2	Clerk	Clerk met with architect to discuss options. On agenda for discussion	In progress
Pavilion House	07.02.23	9.3	Clerk	Clerk has obtained additional quotes for individual works. On agenda for discussion	In progress
Memorial Bench	07.02.23	12.1	Clerk	Clerk has discussed bench/location options with family. On agenda for discussion.	In progress
Litter Pick	07.02.23	13.1	SH/Clerk	Successful litter pick held on 26th March 2023.	Complete
Basketball markings	07.02.23	15.1	GH/Clerk	Quotes obtained. On agenda for discussion.	In progress
Football parking	07.02.23	15.1	Clerk	Clerk has received parking offer from Lord Harris Court for additional match day parking and has passed information on to WRFC.	Complete



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Minutes of the **RECREATION AND AMENITIES COMMITTEE** meeting held at the Winnersh Community Centre on **Tuesday 7th March 2023** from 7.30pm to 8.33pm.

Councillors Present: Cllrs Hanna (Vice Chairman), Doyle & Nicholson

Officers: Marcia Milsom, Clerk

In Attendance: Ric Tilbe – Winnersh Allotment Association (WAA)
Paul Hampton – Winnersh Allotment Association (WAA)
One member of the public

1. APOLOGIES FOR ABSENCE

Apologies received from Cllrs Harper and Southgate.

2. DECLARATIONS OF INTEREST

None received.

3. PUBLIC SESSION

There was one member of the public in attendance but no issues were raised.

4. CLERKS REPORT

The Clerk's report was attached at Appendix 1. **Noted.**

The Clerk confirmed that the caretaker would be on site for collection of the litter pick equipment.

5. MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** that the minutes of the meeting held on 7th February 2023 (attached at Appendix 2) be signed as a correct record.

6. BERKSHIRE YOUTH

A written report from Berkshire Youth was circulated prior to the meeting. The report advised that there had been 18 youths attending in February and various activities had been carried out with new activities planned. **Noted.**

7. WINNERSH ALLOTMENTS

- i. Tenant moving plots – the tenant has now moved all equipment to the new plot. A new tenancy agreement is being prepared.
- ii. Paul Hampton and Ric Tilbe (WAA) gave a brief update on expenditure to date (£266.86) and planned projects including CCTV & signage, plants for the toilet blocks and installation of a pond near the orchard.
- iii. The WAA had requested permission to erect 3 CCTV cameras and 2 signs at the allotment site as there had been some recent thefts. A briefing paper was attached at Appendix 3.

Cllr Hanna asked if there was any indication of who was carrying out the thefts however it was noted that this could be people coming over the fence or wildlife.

It was **RESOLVED** to allow the WAA to install cameras and signage (option 1).

Paul Hampton and Ric Tilbe left the meeting at 7.54pm.

8. PLAYGROUND EQUIPMENT

- i. The Clerk advised that the majority of the original repairs had now been completed with the remaining repairs awaiting parts. The order for the additional repairs had been placed and these would be carried out at the same time.
- ii. The Clerk advised that the order for the new toddler unit had been placed and an installation date was awaited.

9. RA& BUDGET REVIEW 2022/23

- i. The latest I&E report was attached at Appendix 4. **Noted.**
- ii. Members reviewed the expenditure for the current year and there were no queries.

10. CAPITAL PROJECTS

An update on 2022/23 capital projects was attached at Appendix 5. It was noted that the Facilities Development Working Group were meeting on 20th March.

- i. Council office/Sindlesham Room development – a briefing paper was attached at Appendix 6. It was **AGREED** to defer discussion until the next meeting.
- ii. Pavilion House Improvements – a briefing paper was attached at Appendix 7. It was **AGREED** to defer discussion until the next meeting.

11. KING CHARLES III CORONATION BENCH

A briefing paper was attached at Appendix 8.

It was **AGREED** to **RECOMMEND** to Council that a recycled plastic 2000mm bench with engraving be purchased to commemorate the coronation of HM King Charles III at a cost of £809.44 including ground fixing kit, engraving and installation.

The suggested text for engraving was “Celebrating HM Charles III Coronation – 6th May 2023”.

12. PAVILION HOUSE WATER

A quote had been received for installation of a water sub-meter to enable water charges for Pavilion House to be passed on to the caretaker and was attached at Appendix 9.

It was **AGREED** to **RECOMMEND** to Council that a water sub-meter be installed for Pavilion House at a cost of £957.69 + VAT.

13. MEMORIAL BENCH

- i. A draft Memorial Bench Policy is being taken to Full Council on 21st March 2023.
Noted.
- ii. The Clerk advised that Mr South had selected a recycled plastic bench option and submitted suggested wording - "In Loving Memory of Sue South - This bench was donated by her family".
The Clerk had arranged to meet with Mr South to discuss suitable locations.

14. BEARWOOD RECREATION GROUND SIGNAGE

A briefing paper was attached at Appendix 10.

It was **AGREED** to **RECOMMEND** to Council that 3 signs be purchased and installed at Bearwood Recreation Ground at the 3 pedestrian entrance points: from the car park, from the bridge from Bearwood Road and from Mole Road near the roundabout with King Street Lane/Bearwood Road. The Clerk would obtain costings.

ACTION: CLERK

15. CORRESPONDENCE

- i. An email request for improved fencing along the Bearwood Road boundary of the recreation ground was attached at Appendix 11.

It was **RESOLVED** that whilst Members were sensitive to the incident, it was an isolated event and dogs were walked frequently on the recreation ground without issue. Fencing would be out of character with the local area and the Committee were keen to keep the 'open village green' feel. The Clerk was asked to write to the resident.

ACTION: CLERK

16. DATE AND TIME OF THE NEXT MEETING

The next meeting was **AGREED** as Tuesday 4th April 2023 at 7.30pm.

The meeting closed at 8.33pm.

Berkshire Youth – Winnersh Parish Council

March update:

Total number of YP: 7

Total Attendances: 31

Weeks open : 4

Programme overview:

During March the sessions have continued with a range of programmes inside the building. The programme has engaged in baking, arts and Crafts, group challenges and practical activities. Baking has happened each week and have made a range of food. Other activities have included dodgeball, human hungry hippos, treasure hunt/orienteering and elephant football.

There has also been some work around next terms programme planning, and collective respect around the building.

Part of the focus for this month is looking at a trip for the group. The young people were keen to go bowling, so Berkshire Youth have looked at creating this for them. The trip is now planned for 26th April 2023. Young people have engaged really well with this as a focus across programmes. Letters have gone out for this.

Young people have started to use the outside space and this is something that is proving popular and the group are looking forward to the lighter evenings.

Monitoring

On 1st March GM visited the session to deliver a quality Assurance observation and check in with WBC (Zara). What came out of that meeting was the suggestion of a second worker with experience around youth/play work activities. Whilst WBC are happy to support the session, she doesn't have much experience in programme delivery. GM to create costing for post Easter and share with Winnersh.

Funding for 2023-24

I wanted to share the increase of provision cost from 1st April 2023, in line with national increase to salary cost. Below you will see this current year's sessional cost, along with the new cost from April 1st.

Also, I have included a proposal for a new member of staff. I appreciate this is an increase, however would support the project in regards to trips and the sessional programme.

2022-23 Sessional Cost

		1 staff member
Item	Explanation	Total Cost
Youth Worker Delivery and Support	To deliver for 1.5hr per week (allowing pre and post plan and reflection). Create report back to WPC	£56.43
Travel and Activity Costs	Travel costs to deliver and preparation. Also resource of £15.00 per week to contribute toward activity resources	£30.00
Weekly Delivery Total		£86.43

2023-24 Sessional Cost

		1 staff member	2 staff members
Item	Explanation	Total Cost	Total Cost
Youth Worker Delivery and Support	To deliver for 1.5hr per week (allowing pre and post plan and reflection). Create report back to WPC	£67.33	£103.80
Travel and Activity Costs	Travel costs to deliver and preparation. Also resource of £15.00 per week to contribute toward activity resources	£30.00	£30.00
Weekly Delivery Total		£97.33	£133.80

Winnersh Parish Council Policies and Procedures	
Allotment Plot Inspection Policy	
Document ref:	G??
Version:	
Version date:	DRAFT



Winnersh Parish Council

WINNERSH PARISH COUNCIL – ALLOTMENT PLOT INSPECTION POLICY

The allotment tenancy agreement between the tenant and Winnersh Parish Council (WPC) requires the tenant to keep their plot in a cultivated and tidy state and not to cause a nuisance to adjoining plots.

To ensure that these requirements are met WPC undertakes two formal inspections per year, one in early spring, late March/early April and the second late summer, late August/early September prior to the tenancy renewals being sent out, allotment agreements are for one year only and run from 1st October to 30th September. WPC can undertake additional inspections at any time should there be a need.

Following the early spring inspection plot holders not meeting the required standard will be written to and reminded of their obligations in cultivating their plot. A follow up inspection will then normally take place in June of those plots that had been written to and if tenants had not reached the required state of cultivation without good cause, then WPC reserves the right to terminate that tenancy agreement and relet it. Following the late summer inspection those plot holders that have continued not to meet the required standard without good cause will not have their tenancy agreements renewed and the plot will be relet. Plot holders who receive notification in writing that their plot does not achieve the required standard of cultivation and the lease terminated or not renewed will be entitled to appeal, the process is detailed below.

What is expected?

Listed below are the main expectations of tenants:

- An allotment is primarily for the growing of vegetables, fruit and flowers for the benefit of the tenant and their immediate family. It should not be used for commercial gain.
- A steady progress of cultivation of crops over the first year of tenancy and thereafter, ie growing crops or ground being readied for future production. It is realised that getting an allotment into a cultivated state especially if it was

overgrown when taken on takes time and the inspection team will take this into account when inspecting plots as will the time of year the plot was taken on.

- Keeping the allotment in a generally weed and rubbish free condition and not allowing weeds etc to encroach on adjoining plots thereby causing a nuisance to those adjoining tenants.
- Keeping the allotment, including all paths/roadways on or immediately adjoining their plot, tidy, weed free and well maintained.
- Should a tenant be unable to cultivate their plot through ill health, absence etc then they should immediately contact Winnersh Parish Council. It might be then possible to arrange for other tenants to keep the plot tidy until the tenant is able to return to cultivating it themselves.

What is cultivation?

- Cultivation is the preparation of ground and the subsequent sowing and growing of crops. The “no-dig” method of cultivation is acceptable providing the plot is kept in a tidy and weed free state. Covering a plot in ground cover fabric or plastic is not considered cultivation except temporarily to cover fallow ground over winter. Carpet should never be used as ground cover or paths as it contains toxins that leach into the soil and can affect future crops.
- Tenants should cultivate at least 50% of the plot within the first twelve months of taking it over and 75% within two years. This percentage must then be maintained in future years.
- The 75% of cultivated plot can include not only prepared ground but also buildings ie greenhouses, poly tunnels, cold frames, compost bins and all paths. Buildings should be no more than 8ft X 6ft in size and be limited to one per half plot and two per full plot.
- Raised beds are considered cultivated ground. Paths may consist of grass, slabs, bricks, stones/gravel, wood chip and should be no more than three feet in width.
- The 25% considered non cultivated will include any sheds, toolboxes, patios, small ponds (no more than 1.4m in diameter) or hard standing not used for paths and seating.

Inspections

Formal inspections by Winnersh Parish Council including a representative of the Winnersh Allotment Association will take place in early spring and late summer although additional inspections may take place if required.

What the inspection team will be looking for:

Spring

- Has cultivation started yet, are there signs of progress bearing in mind weather conditions at this time of year?
- If so what percentage of the plot has been cultivated?
- Is the plot in a generally tidy weed free state?
- Is rubbish accumulating that could encourage vermin and rats?
- Are paths being maintained, grass ones cut and edged?
- Are there signs of pernicious and invasive weeds, eg couch grass, mares tail thistles, brambles and bindweed. It is the tenant's responsibility to keep such weeds under control.

Late Summer

- Is the plot showing continuing signs of being cultivated ie demonstrable crops relevant to the time of year? If so, what percentage has been cultivated bearing in mind the time the tenant has held the tenancy?
- If the tenant has been found not to have kept the plot in a cultivated state at a previous inspection has enough progress now been made?
- Is the plot in a tidy condition and free of seeding weeds?
- Is there an accumulation of rubbish that could encourage vermin?
- Are there signs of pernicious and invasive weeds, eg couch grass, mares tail thistles, brambles and bindweed? It is the tenant's responsibility to keep such weeds under control.
- Are there signs that the plot is being prepared for winter and the next growing system ie fallow ground or fallow ground covered in weed suppressant material?

Uncultivated plots

Plots will be considered uncultivated if:

- Not showing signs of cultivation.
- Overgrown and weedy.
- Untidy and with accumulated rubbish.
- An uncultivated area left to go wild is not a managed wildlife area.

Termination and Appeals

If the inspection team considers a plot to be uncultivated then they may recommend to Winnersh Parish Council that the tenancy agreement be terminated or not renewed, and the plot relet. Any tenant who has his tenancy agreement terminated or not renewed will be notified in writing and is entitled to appeal that decision providing it is in writing to Winnersh Parish Council and received within fourteen days of receiving the notice of termination or non-renewal. All valid appeals will be reviewed at the next Recreation and Amenities Sub Committee and their recommendations will be reviewed at the following Full Council who will make the

final decision. There is no further appeal allowed should the Full Council ratify the recommendation of the Recreation and Amenities Sub Committee.

Draft Allotment Letting Agreement; WAA comments

The below are a summary of the WAA committee comments;

- **Introduction**
 - Requirements *are met* might be more acceptable than ‘adhered to’ as in the draft
 - Unsatisfactory plots; it’s the Plot holder who should be written to, not the plot
 - Those plots judged to be unsatisfactory will result in the plot holder being notified and the lease (license?) not being renewed with the plot being relet
 - Consider referring to the process of how notices would be handled and review the ‘Appeals’ heading – widening this out and calling it Termination Notice and Appeals
- **What is expected**
 - Where referred to, the definition of roadway should emphasise that this is the circulation area adjacent to each plot frontage.
 - No plot holder should be expected to maintain their neighbours site, unless by mutual agreement (paths, etc. as defined) and plot holders should not be expected to keep the roadway ‘well maintained’ as this implies a maintenance standard beyond the capability of some
- **Cultivation**
 - Clarification that the 75% of plot that is cultivated includes circulation paths, and these can be of the stated materials or “other suitable cover including porous membrane covered with the likes of woodchip or gravel but **NOT** carpet or other materials prohibited above
 - Clarification that the 25% area of the plot which includes hard standing – perhaps altering this to read “and areas of hard standing not included in paths used for circulation or access”
 - Guidance on the acceptable maximum sizes of sheds, greenhouses and polytunnels would be useful, if this can be included
- **Inspections**
 - Additional inspections in substitution for ad-hoc?
 - Note that the Inspection Team has representatives from both the WPC and WAA
 - Consider developing at least an informal definition of ‘a managed wildlife area’ – not necessarily for inclusion of the document but for reference at any appeal
 - ‘Cultivation’ – add as defined above
 -
- **[Termination Notice and] Appeals**
 - Note suggested amended title
 - Confirm that the intention to terminate, or not renew, the annual licence should be in writing setting out the specific timescales of the process as set out, and also to whom such appeals should be made
 - The response time for any plot holder should ideally be 28 days from the issue of notice of intent – this allows for a delayed delivery (by mail for those without e-mail). At least 14 days should be allowed as some may be away at the point of issue of the notice.
 - Plot holders do not receive any formal notice of when inspections are held, and so any termination notice – or a non-renewal of licence - may be unexpected by some

- **General**

The WAA committee agreed that this policy is, subject to the above comments, a positive and helpful document which should benefit the overall majority of plot holders as it seeks to remove some ambiguities that may exist at present.

Holding images of what is considered 'good', 'poor' and 'bad' practice might be useful; ideally these should be of other allotment sites so as to avoid any criticism of our own local plot holders!

In addition, dead animals, especially rodents which are killed by the poison bait placed around the site, should either be double-bagged and removed for disposal in domestic refuse bags or buried to a depth of at least 30cm, ideally under a plot holders slab.

Finally – what is the proposed mechanism for informing current occupants of this policy, please?

C Webber, Chair, WAA

18th March 2023

Joanne
 Winnersh Parish Council
 New Road
 Sindlesham
 Wokingham
 Berkshire
 RG41 5DU

Site New Road, Sindlesham, Wokingham, Berkshire, RG41 5DU

Subject Replacement Code Locks

Dear Joanne

Thank you for your valued enquiry and we hope our understanding of your requirements is correct. Should we have misunderstood, we would be grateful for the opportunity to amend this quotation which is detailed on the following page(s).

We pride ourselves on high quality workmanship and only using the best materials available. Where applicable our tradesman will wear overshoes and use dust sheets to protect your carpets. We are proud to have achieved ISO 9001, 18001 and 14001 accreditation and have been members of the Guild of Master Craftsmen for in excess of a decade.

In this tough economic climate, we appreciate that price is under scrutiny. We also believe, possibly in an old-fashioned way, that the quality of service and materials is of equal importance. Whilst we are in no way prepared to compromise the quality of our service, team or materials installed, we are willing to try and match any like for like written quote.

All our glaziers are fully experienced and qualified to NVQ level, P.A.S.M.A and I.P.A.F, enabling us to operate MEWPS (cherry pickers) and erect scaffolding as and when required. In addition, for your peace of mind, we are also DBS checked at enhanced level as well as Police approved.

This quote is offered on our standard terms & condition.

For further information on our products & services and to view our customer testimonials please visit www.alldergroup.co.uk. Should you wish to come in and see us at our new trade counter and showroom you are always welcome. A selection of the things we have on display are:

- Full size kitchen with glass splashbacks & glass worktop.
- Bespoke glass shower enclosures.
- glass balustrades, glass floor, glass fronted radiators & coloured glass T.V surround
- Internal all glass frameless hinged and sliding glass doors
- Sliding patio doors & aluminium bi-fold doors
- Large range of residential doors & windows
- Bespoke oak staircase with glass treads, mirrored walls & integral window blinds

We are contactable on free phone number 0800 999 5599 or our mobile friendly 0330 999 5599. If you wish to contact us via email, please direct all enquiries to info@alldergroup.co.uk

Yours sincerely,
 Simone Holding-Camara

Don't forget our quote match offer... We will try and beat any written like-for-like quote!



**ALLDER
 GROUP
 GLASS & LOCKS**

**Unit 3
 Toutley Industrial Estate
 Wokingham
 Berkshire
 RG41 1QN**

☎ 0118 989 2613

☎ 0800 999 5599

☎ 0330 999 5599

info@alldergroup.co.uk

info@glass247.co.uk

info@locks247.co.uk

GLAZIERS

LOCKSMITHS

CARPENTERS

ELECTRICIANS

PLUMBERS

BUILDERS

**FACILITY
 MANAGEMENT**



Registered Office:
 Victoria House,
 Queen Victoria St,
 Reading,
 Berkshire
 RG1 1TG
 Reg No. 3418995

QUOTE BREAKDOWN



Showroom, Trade Counter & Offices
Unit 3 Toutley Industrial Estate
Wokingham
Berkshire
RG41 1QN

Tel 0118 989 2613
0800 999 5599
0330 999 5599

Email info@alldergroup.co.uk
info@glass247.co.uk
info@locks247.co.uk

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SOLAR ENERGY




AG147129 / Q60345

02 March 2023

Winnersh Parish Council
New Road
Sindlesham
Wokingham
Berkshire
RG41 5DU

Site New Road, Sindlesham, Wokingham, Berkshire, RG41 5DU
Subject Replacement Code Locks

Item	Unit Price	Quantity	Line Price
Prepare existing gates for double sided Digi locks by cutting off existing slide latches, drilling the gate frame for the Digi lock fixings & mechanism and spray the cutting areas with RAL6005 to match the existing gate colour.	£1,196.00	1.00	£1,196.00
Supply and install 2no double sided Digi locks (1 per gate) and 2no bolt on slam plates (1 per gate)			
			
Sub Total			£1,196.00
VAT @ 20.0%			£ 239.20
Total			£1,435.20

Terms & Conditions 1 / 2

I accept the estimate you have provided and agree to settle the invoice amount for materials and/or labour in full upon completion, unless an authorised account has been set up. If the work is an insurance claim the responsibility for payment is with the undersigned. We will require our vehicle(s) close to the property whilst carrying out the work. If you don't have on-site parking or you live in a controlled parking area you agree to I provide us with a visitors permit, dispensation or parking allocation. We have not allowed for any parking costs, fines or penalties which would be added to the final invoice. If you wish us to be paid directly by the insurer, we must be instructed by the Insurance Company. We reserve the right to charge interest for late payment. Signing and returning of this estimate constitutes an order/instruction. In the event of a cancellation of this order/instruction, wasted resources and all materials manufactured in part or complete will be chargeable in full, an amount for this would be available at the time. If relevant it is your responsibility to arrange for any alarm, access control, cameras or any other fixtures or fittings to be removed prior to our arrival and reinstalled/fitted following our completion, all at no cost to ourselves. Goods remain the property of the company until the invoice is settled in full. Preferred method of payment is via debit card, alternatively we will accept cheques supported by a banker's card. Commercial credit cards are accepted but will attract a 5% surcharge. If you wish to settle via bank transfer this will need to be cleared funds 24 HRS prior to installation. Late payment may delay the work and/or incur interest charges.

Covid-19 Measures

Due to the pandemic and in line with Government direction we are doing all we can to maintain social distancing whenever possible to protect our customers and colleagues. One area of concern is the signing off our completion & satisfaction declaration. Until now our colleague on site would hand the customer our electronic device for them to sign off. As this requires contact, we appreciate this needed to be changed. For this reason, our colleague will call us in the office as the job is nearing completion. We will then call you to get you to check the work carried out, make sure you are 100% happy with what's been done... and take payment over the phone by debit card.

Name..... Tel.....

Signed.....

Conditions of Quotes and Estimates 2 / 2

General reglazing work is based on re-use of any existing beading or gasket, unless specified. Excludes decoration or re-decoration, unless specified. Excludes removal and replacement of any furniture, furnishings, fittings, fixtures or articles to enable work to be done. This includes curtains, nets and blinds. We cannot take any responsibility for damage caused to any of the above if not removed by customer whilst work is executed. We reserve the right to charge for wasted time if unable to carry out work due to site specific restrictions/conditions. We cannot guarantee clearing away of every piece of broken glass. We are governed by GGF and manufacturers as to visual quality of glass products, including fine scratching, seeds, bubbles, Brewster's fringes, wire alignment, distortion, double reflection (in sealed units). If works being quoted for relate to replacement of windows and / or doors, these will be fitted with low emissivity glass as it is part of Building Regulation and Building Control, or the installation of low emissivity glass on its own, please be aware this glass can and probably will condensate externally. This is a normal occurrence. A full statement is available on request or via www.ggf.org.uk or www.pilkington.com. The use of silicone instead Butyl is the recommendation of our unit manufacturers. For this reason, we would always install double glazed units with silicone. All lead times quoted are an estimate only and are from receipt of relevant design information / site measure. Our quotation is based on work being carried out during normal working hours Monday to Friday. Programme – we have based our price on one visit to site to install unless otherwise agreed in writing. We have assumed free and un-interrupted access to site. No "Set off" or "Damages" clauses shall be accepted unless agreed in writing prior to commencement of glazing work. Responsibility for the protection of Alder Glass Ltd works shall cease upon substantial completion of our works. Templates supplied by others unless otherwise agreed in writing. Our quotation is open for acceptance in whole and not in part. We reserve the right to make an extra charge to cover additional costs incurred through the customers' failure to comply with any of the clauses. We do not accept responsibility for any damage or disturbance arising from reasonable use of our equipment necessary in the execution of our work. In particular we draw your attention to wall finishes such as wallpaper and tiles. Should any tiles become damaged during the removal or replacement of the frames we will happily fit any replacement free of charge together with adhesive/grout provided by the customer whilst we are on site.

We guarantee that the glazing of replacement of roof glass will be waterproof for a minimum of 12 months (save where old materials are re-used when no guarantee can be given) but will accept no liability for any water penetration otherwise consequential on or related or incidental to such glazing works. Where existing frame cannot be matched as per its original specification, our quotation will be based on a similar specification. Any decorative work to glass will be matched to the best of our ability. Once the job sheet is signed, it is deemed that the installation has been completed to the customer's satisfaction. All glass replaced will be as existing, unless it needs to be upgraded to comply with current legislation as detailed in the Building Regulations (Documents N and Part L) and Regulation 14 of the Workplace (Health, Safety and Welfare) Regulations 1992. We cannot guarantee colour match of PVCu products, films, paint finishes, tinted glass, coloured glass, Low 'E' manufacturer/type and exact match on obscured glass etc, due to the many manufacturers that may have produced originals and potential to colour fade due to UV interference. Customers own material worked on at own risk. If Georgian or plants on bars / insets are to be re-used we cannot accept any responsibility for damage, condition and discolouration. We cannot guarantee replacement Georgian bar or leaded units will match. Lead will naturally oxidise and there are various different finishes, some coated, some past and some present but only available with huge minimum quantity purchases. Whilst we will do our best to identify and obtain/and or advise if not something that is available to us, we cannot accept any claims for non-matching to the original. On vertical sliding windows if cords/springs/spiral balances are present we cannot guarantee their future condition following re-connection of completed work. We do not accept responsibility should glass break due to structural issues. Any work requiring motorised elevated platforms or cranes etc. are offered with limited liability. Should there be glass or unit failure our warranty extends to material and labour only. Cost of access equipment would be chargeable. Customers own material worked on at their own risk. Full terms & Conditions are available on request or via our website www.aldergroup.co.uk. We require the signing and return of this quote to instruct us to carry out work as described. The issuing of an official order will be deemed as an acceptance of our Terms and Conditions of Trade.

COVID 19 - Social distancing. It is not always possible for the glaziers to maintain social distancing whilst carrying out the work. Face masks are to be worn at all times when within 2m of each other. Gloves worn will be suitable for glazing rather than contamination as this form of personal protection overrides the COVID 19 requirement for latex type gloves which offer no protection from cuts.

Here at Alder Group, we have been taking on board Government and Trade Association guidance and are following protocol set out by both in order to manage the threat of COVID 19. This is an ever-moving situation and we will update our risk assessment in accordance with any new information received. Whilst we know that it is not going to be 100% avoidable, we will do all that we can to minimise the chance of contamination either by us to building occupiers or the occupiers to us. We have carried out our risk assessment and imparted it to all our staff so that they know what to do and how to operate. We will be operating primarily on the Construction Leadership Councils SOP's, but there are parts that are physically not possible to implement in our work. These SOP's will be sent along with our standard RAMS as an additional document. We will show on our site/job specific RAMS anything that we are needing to change to be able to carry out an installation. This is primarily the social distancing issue. We are not able to maintain social distancing when we need to move larger pieces of glass as it can be extremely heavy and/or fragile and will require additional manpower within the 2m distancing zone. We will counter this by ensuring that all team members are wearing face mask and hygiene protocols are carried at as soon as is practicable.

We are all relying on each other's honesty in our approach, and indeed in all areas of life relevant to the virus, to be able to restrict and eliminate its transfer. All staff are aware of the symptoms of the virus. These have been stated as a high temperature, continuous cough, and or, a loss of taste and or smell. At present, at the beginning of each day, we will take a temperature reading of all of our staff as they arrive for work. This will be recorded and held on our database. For those travelling directly to site from home, each person has been issued with an infrared thermometer. They will take their own temperature and let the office know the result. If anyone reports a temperature of above 100.4F/38 C, or any of the other symptoms, then they will be sent home to self-isolate. Whilst at work, anyone who begins to show any of the other symptoms i.e. a new cough, they will have their temperature taken and appropriate action will be taken. We have implemented a new process where the on-site teams will have to log into their work app first thing in the morning and part of the log in details will be having to enter their temperature reading. These are automatically sent back to the office where they are held on record.

Moving forward, we realise that each premises will have their own procedures in place to allow us access to your workplace. These should be imparted to us at the earliest opportunity so that we can plan, produce/amend RAMS and arrive prepared to carry out any work on your site without causing delay due to incorrect paperwork/PPE etc.

30/03/2023

Winnersh Parish Council

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Detailed Income & Expenditure by Budget Heading 29/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Office & General							
1076 Precept	186,917	186,917	0			100.0%	
1090 Bank Interest	158	30	(128)			525.3%	
1100 FIT	0	450	450			0.0%	
1130 CIL Income	26,862	0	(26,862)			0.0%	
1200 CCTV Grant	5,000	0	(5,000)			0.0%	
1452 Misc Income	3,119	0	(3,119)			0.0%	
Office & General :- Income	222,056	187,397	(34,659)			118.5%	0
4000 Salaries Net	60,823	73,480	12,657		12,657	82.8%	
4020 PAYE & NI	13,130	4,420	(8,710)		(8,710)	297.1%	
4025 Pension	21,816	17,165	(4,651)		(4,651)	127.1%	
4055 Stationery/Office Supplies	649	600	(49)		(49)	108.1%	
4060 IT Infrastruture (Hardware)	61	500	439		439	12.2%	
4062 IT Support (itQED)	3,082	3,300	218		218	93.4%	
4063 Web Hosting & Support	1,771	1,875	104		104	94.5%	
4064 IT Rialtas/SAGE	1,197	2,700	1,503		1,503	44.3%	
4065 Copier	218	350	132		132	62.4%	
4070 Insurances	4,004	3,400	(604)		(604)	117.8%	
4075 Training - Councillors	0	300	300		300	0.0%	
4080 Training Staff	1,478	1,500	22		22	98.5%	
4085 Chairman's Allowance	0	160	160		160	0.0%	
4086 Parish Expenses	33	100	67		67	33.4%	
4090 Employment Advertising	3,045	200	(2,845)		(2,845)	1522.5%	
4100 Subscriptions	2,760	2,500	(260)		(260)	110.4%	
4115 Professional Fees	1,530	1,500	(30)		(30)	102.0%	
4120 Bank Charges	178	250	72		72	71.4%	
4125 Credit Card Fee	33	50	17		17	66.0%	
4130 Telecoms	513	750	237		237	68.4%	
4135 Postage	0	50	50		50	0.0%	
4140 Travel & Subsistance	0	75	75		75	0.0%	
4145 Health & Safety	0	200	200		200	0.0%	
4200 Scheduled Maintenance	24	200	176		176	12.0%	
Office & General :- Indirect Expenditure	116,346	115,625	(721)	0	(721)	100.6%	0
Net Income over Expenditure	105,710	71,772	(33,938)				
120 Street Lights							
4230 Electricity	1,330	700	(630)		(630)	190.0%	
Street Lights :- Indirect Expenditure	1,330	700	(630)	0	(630)	190.0%	0
Net Expenditure	(1,330)	(700)	630				

Continued over page

Detailed Income & Expenditure by Budget Heading 29/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
140 Other Expenditure							
4270 Grants Made	4,940	5,000	60		60	98.8%	
4280 Community Transport	2,500	2,500	0		0	100.0%	
4290 Youth Club	1,556	4,500	2,944		2,944	34.6%	
4900 Bad debt w/o	0	300	300		300	0.0%	
Other Expenditure :- Indirect Expenditure	8,996	12,300	3,304	0	3,304	73.1%	0
Net Expenditure	(8,996)	(12,300)	(3,304)				
200 Major/Special Projects							
4300 R&A	24,667	88,000	63,333		63,333	28.0%	
4350 F&GP	121	500	379		379	24.2%	
4360 FC	3,644	16,100	12,456		12,456	22.6%	
Major/Special Projects :- Indirect Expenditure	28,432	104,600	76,168	0	76,168	27.2%	0
Net Expenditure	(28,432)	(104,600)	(76,168)				
300 Community Centre							
1300 Bookings-Winnersh Hall	36,436	40,000	3,564			91.1%	
1310 Bookings-Sindleshham Room	6,523	10,000	3,477			65.2%	
Community Centre :- Income	42,959	50,000	7,041			85.9%	0
4110 Licence Fees	857	500	(357)		(357)	171.5%	
4145 Health & Safety	0	200	200		200	0.0%	
4200 Scheduled Maintenance	6,854	4,350	(2,504)		(2,504)	157.6%	
4205 Unscheduled Maintenance	2,405	1,000	(1,405)		(1,405)	240.5%	
4215 Waste Management	1,054	1,000	(54)		(54)	105.4%	
4230 Electricity	2,124	2,000	(124)		(124)	106.2%	
4235 Gas	6,477	2,500	(3,977)		(3,977)	259.1%	
4240 Water	987	750	(237)		(237)	131.6%	
Community Centre :- Indirect Expenditure	20,759	12,300	(8,459)	0	(8,459)	168.8%	0
Net Income over Expenditure	22,200	37,700	15,500				
320 Allnatt Pavilion							
1315 Bookings-Allnatt Pavilion	5,824	2,500	(3,324)			233.0%	
Allnatt Pavilion :- Income	5,824	2,500	(3,324)			233.0%	0
4200 Scheduled Maintenance	325	200	(125)		(125)	162.5%	
4205 Unscheduled Maintenance	0	200	200		200	0.0%	
4230 Electricity	699	500	(199)		(199)	139.7%	
4235 Gas	1,421	750	(671)		(671)	189.4%	

Detailed Income & Expenditure by Budget Heading 29/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4240 Water	346	400	54		54	86.5%	
Allnatt Pavilion :- Indirect Expenditure	2,790	2,050	(740)	0	(740)	136.1%	0
Net Income over Expenditure	3,034	450	(2,584)				
<u>340 Allotments</u>							
1450 Allotment Income	2,978	2,900	(78)			102.7%	
Allotments :- Income	2,978	2,900	(78)			102.7%	0
4205 Unscheduled Maintenance	237	1,000	763		763	23.7%	
4240 Water	549	3,000	2,451		2,451	18.3%	
4250 Allotment Expense	1,003	1,500	497		497	66.9%	
4400 Sundries	999	0	(999)		(999)	0.0%	999
4450 Pest Control	0	750	750		750	0.0%	
4455 Rent to WBC	1,000	1,000	0		0	100.0%	
Allotments :- Indirect Expenditure	3,789	7,250	3,461	0	3,461	52.3%	999
Net Income over Expenditure	(811)	(4,350)	(3,539)				
6000 plus Transfer from EMR	999						
Movement to/(from) Gen Reserve	188						
<u>360 Bearwood Recreation Ground</u>							
1320 Bookings-Bearwood Rec. Ground	7,088	7,600	512			93.3%	
Bearwood Recreation Ground :- Income	7,088	7,600	512			93.3%	0
4200 Scheduled Maintenance	10,425	10,000	(425)		(425)	104.3%	
4205 Unscheduled Maintenance	582	1,000	418		418	58.2%	
4210 Play Area Repairs & Maintenan	3,623	3,000	(623)		(623)	120.8%	
4500 Tree Husbandry	857	2,500	1,643		1,643	34.3%	
Bearwood Recreation Ground :- Indirect Expenditure	15,487	16,500	1,013	0	1,013	93.9%	0
Net Income over Expenditure	(8,399)	(8,900)	(501)				
<u>400 Pavilion House</u>							
4200 Scheduled Maintenance	0	250	250		250	0.0%	
4205 Unscheduled Maintenance	0	1,000	1,000		1,000	0.0%	
Pavilion House :- Indirect Expenditure	0	1,250	1,250	0	1,250	0.0%	0
Net Expenditure	0	(1,250)	(1,250)				

Detailed Income & Expenditure by Budget Heading 29/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>910 Fete</u>							
1600 Fete Sponsorship	825	200	(625)			412.5%	
1605 Fete Stallholders Donations	492	500	8			98.5%	
1610 Fete Raffle	389	300	(89)			129.7%	
Fete :- Income	<u>1,706</u>	<u>1,000</u>	<u>(706)</u>			<u>170.6%</u>	<u>0</u>
5000 Fete Expenditure	3,026	4,500	1,474		1,474	67.2%	
Fete :- Indirect Expenditure	<u>3,026</u>	<u>4,500</u>	<u>1,474</u>	<u>0</u>	<u>1,474</u>	<u>67.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,319)</u>	<u>(3,500)</u>	<u>(2,181)</u>				
<u>920 Winnersh Newsletter</u>							
5010 Newsletter Expenditure	755	300	(455)		(455)	251.7%	
Winnersh Newsletter :- Indirect Expenditure	<u>755</u>	<u>300</u>	<u>(455)</u>	<u>0</u>	<u>(455)</u>	<u>251.7%</u>	<u>0</u>
Net Expenditure	<u>(755)</u>	<u>(300)</u>	<u>455</u>				
Grand Totals:- Income	282,611	251,397	(31,214)			112.4%	
Expenditure	201,710	277,375	75,665	0	75,665	72.7%	
Net Income over Expenditure	<u>80,901</u>	<u>(25,978)</u>	<u>(106,879)</u>				
plus Transfer from EMR	999						
Movement to/(from) Gen Reserve	<u>81,900</u>						

R&A Capital Projects Update 2022/23

Item No	Project	Budget	Committed/ Actual Cost	Project detail	Action/Notes
1	Path Repair	10,000.00		Replace the footpath with bitmac/resin or similar or replace/repair rocking and broken slabs between the car park and the community centre and around by the Sindlesham Room/Parish Office.	Cllr Harper sourcing quotes
2	Door Replacement	15,000.00	16,874.22	Winnersh Hall main entrance, double fire doors, single fire door and storage room doors, Sindlesham Room main entrance doors, Parish Office.	All doors fitted. Access control system going live 03.04.23. COMPLETE
3	Toilet Refurbishment	30,000.00		Replace the toilets in the WCC and replace with 3 unisex and 1 accessible + corridor to lead to the outside	Clerk sourcing quotes
4	Main Hall Floor Replacement	13,000.00	8,784.12	Replace with laminate floor.	Sand and re-seal works scheduled for August 2023.
5	CCTV	8,000.00	6,320.00	Provide additional CCTV cameras and replace existing, including control equipment.	COMPLETE
6	Ramp	2,000.00		Raise the level of footpath to the threshold at Sindlesham Room entrance	Cllr Harper sourcing quotes as part of path repair
7	Lighting	2,000.00		Low level/dimmable lighting in the Winnersh Hall and Sindlesham Room	Cllr Harper sourcing quotes
8	Curtains/Blinds	8,000.00	1,472.39	Replace curtains/blinds in the Winnersh Hall/Sindlesham Room/ Allnatt Pavilion and Parish Office	Blinds installed and paid. Quotes being sought for replacement curtains for hall and Allnatt Pavilion
		£ 88,000.00	£ 33,450.73		

R&A Capital Projects Update 2023/24

Item No	Project	Budget	Committed/ Actual Cost	Project detail	Action/Notes
1	Toilet Refurbishment	30,000.00		Replace the toilets in the WCC and replace with male, female and unisex baby changing area. Upgrade and reconfiguration of accessible toilet	Plans received and reviewed by R&A. Cllr Harper sourcing quotes for main toilets. Accessible toilet on agenda for discussion
2	Community Hall Floor	10,000.00	8,784.12	Sand & re-seal	Sand and re-seal works scheduled for August 2023.
3	Path Renewals & Ramps	15,000.00		Replace the footpath with bitmac/resin or similar or replace/repair rocking and broken slabs between the car park and the community centre and around by the Sindlesham Room/Parish Office.	Cllr Harper sourcing quotes
4	Dimmable Lighting	5,000.00		Low level/dimmable lighting in the Winnersh Hall and Sindlesham Room	One quote received. Cllr Harper sourcing second quote
5	Sindlesham Room/Parish Office	25,000.00		Strip out bar area and install internal lift and staircase from bar area to John Grobler Room	On agenda for discussion
6	Car Park levelling	10,000.00		Disabled bay tarmac and gravel	Cllr Harper sourcing quotes
7	Play Area Equipment replacement	20,000.00	16,857.40	New toddler unit	Toddler unit order placed with ARD. Installation date awaited anticipated end April
8	Hall Curtains	5,000.00		Replace existing curtains	Cllr Doyle sourcing quotes
9	Pavilion House	30,000.00		New kitchen & bathroom, electrical works, plastering works, carpet to stairs and landing, new windows and doors	Clerk has obtained quotes. On agenda for discussion
		£ 150,000.00	£ 25,641.52		

Briefing Paper: Sindlesham Room/Parish Office reconfiguration

Background

The Parish Office is currently accessed by an external metal staircase. There is no access to the upper rooms for wheelchairs and access is difficult for anyone with mobility issues.

It has previously been identified that the Sindlesham Room bar area is now no longer used and therefore obsolete.

Council has allocated £25,000 in the 2023/24 capital project budget for installation of a lift and internal staircase.

Potential Options

The Clerk met with Lee Norris Architects to discuss potential options.

Lee Norris suggested that there are 2 options of lift available:

- Enclosed lift

An enclosed lift would likely need to be extended through the roof of the John Grobler Room or below ground to accommodate the necessary plant equipment. This would also likely need planning permission.

- Platform lift

A platform lift is fixed to the wall and would sit on the existing ground slab. It runs on a track. The approximate footprint of a platform lift is 900 x 900mm. No planning permission would be required.

For either option, separate lobbies would be required on ground and first floor levels to comply with fire regulations and provide sound proofing for the Sindlesham Room and John Grobler Room.

An internal staircase needs to be ambient compliant – this means that at all points, there must be a minimum of 2m head height from the ground.

The sloped ceilings of the John Grobler Room mean that any staircase on the upper level would need to be sited outside of the sloped ceiling area.

The installation of a lift and stairs would likely take up all the space of the bar and bar storage area to allow sufficient access and turning areas for both aspects. The equivalent areas in the John Grobler Room would be required which would mean it would cut into the current kitchen area.

Another option would be to install a lift only and refurbish/replace the existing outside staircase. This would address the need for disabled access to the John Grobler Room and also provide space in the existing bar/storage area for dedicated storage for the Sindlesham Room and a small kitchenette area.

Pavilion House Improvement Works

		Contractor A	Contractor B	Contractor C	Contractor D	Contractor E
Kitchen	Remove & dispose of all kitchen units and tiles	5,633.02	24,460.00			
	Dispose of lower kitchen units					
	Check integrity of electric outlets are to current regulations					
	Box around pipework					
	Replaster all walls in kitchen area with 3mm skim					
	Supply & Install new lower kitchen units					
	Supply & Install new white doors to upper kitchen units					
	Supply & Install new workstops					
	Supply & Install new ceramic 200 x 100mm metro wall tile above worktop to 450mm high					
Bathroom	Remove & Dispose of existing bath, sink, toilet, carpet and tiles	6,549.49				
	Replaster all walls in bathroom with 3mm skim					
	Supply & Install new 700 x 100mm shower cubicle					
	Supply & Install new shower mixer valves					
	Box around pipework					
	Supply & Install new porcelain 600 x 300 tiles to window wall, toilet/sink wall and shower cubicle					
	Supply & Install new white toilet and sink with chrome taps					
	Supply & Install 7m2 vinyl flooring					
Hall/ Landing	Remove & Dispose of existing carpet & underlay	890.00		459.00		
	Supply & Install new underlay					
	Supply & Install new carpet					
Windows	Remove & Dispose of existing doors & windows	7,278.64			7,130.31	6,466.67
	Supply & Install white UPV doors & windows, 28mm A Rated glazing, white handles, trickle vents, 150mm sill as follows:					
	Kitchen - 1230 x 1070mm					
	Front Door & Side Panels- 2300 x 1280mm					
	Bathroom Window (Satin glass) - 1230 x 1070mm					
	Kitchen Door - 2100 x 910mm					
	Back bedroom - 1800 x 1100mm					
	Small bedroom - 1800 x 1100mm					
	Dining room - 1800 x 1050mm					
	Main bedroom - 1800 x 1050mm					
	Main bedroom - 1800 x 1050mm					
	Supply Fensa Certificate					
Electrical	Remove & Dispose of existing fuseboard	652.88				
	Supply & Install new 10way fuseboard with RCBO's and SPD to meet 18th Edition Regulations					
	Carry out test of whole installation					
	Report any defaults					
Dining Room	Prepare all walls	315.02				
	Plaster all walls with 3mm skim					
Decoration	Prepare all walls - strip wallpaper where necessary					
	Supply & paint all walls with Dulux SatinSheen emulsion (colour(s) to be confirmed)					
	Supply & paint all door frames and skirting with Dulux white gloss					
Total		21,319.05				

Officer recommendation:

Instruct Contractor A to carry out kitchen and bathroom replacement	12,182.51
Instruct Contractor A to carry out electrical works and plaster works to Dining Room	967.90
Instruct Contractor C to replace carpet to stairs and landing *	459.00
Instruct Contractor E to install replacement windows/doors	6,466.67
	20,076.08

*	The Clerk has obtained an additional quote for carpet to part of the lounge area in the sum of £414.60. This was requested by the Caretaker who is willing to fund this if necessary
**	If R&A agrees, the Clerk will obtain quotes for redecoration of kitchen, bathroom, dining room, stairs and landing following completion of all other works



Berkshire Construction Limited
8 Astor Close
Winnersh
Berkshire
RG41 5JZ
www.berkshireconstruction.co.uk
Email: info@berkshireconstruction.co.uk
Tel. 01189 371501

Marcia Milsom
Winnersh Community Centre
Mole Rd
Sindlesham
Berkshire
RG41 5DU

5th March 2023

Dear Marcia

Quotation for Mood lighting in main hall.

1. Supply and install 4 white wall LED Up/down lights around the hall where the existing wall light are located.
2. Remove the old dimmer switches.
3. Supply and install LED dimmer switches to control the wall lights.



Total Cost for all the above £423.61 + Vat.

Thank you for giving me the opportunity of quoting, if you have any questions or queries, please do not hesitate to contact me.

Yours sincerely

Ashley Lang
Berkshire construction Limited
07831 882335



5th March 2023

CLIENT RESPONSABILITIES

Materials supplied by the client will need to be on site 24hrs prior to installing; any delays may incur extras costs.

If any changes are required to the quote 24hrs notice will be required prior to work starting.

EXTRAS

Any structural extras that may occur when building an extension will be quoted by email and will require a 24 hour response.

Any other extras will be quoted by email and carried out at the end of the job unless otherwise agreed.

PAYMENT/DEPOSIT

Payment on completion.

Extras will be paid at the time arisen unless otherwise agreed.

TERMS

In accordance with Berkshire Construction standard terms and conditions.

The proposal is based on the understanding that all work will be carried out during the Company's normal working hours and does not include overtime, weekend or Bank Holiday working unless agreed.

Our proposal assumes that the Company's workers will have free access to all relevant areas and are afforded continuous and uninterrupted working.

We try to ascertain that any work being performed by others is ready prior to our attending site, however, should we have to return to site due to incomplete items then we reserve the right to make additional charges at the appropriate rates.

VAT

All prices are subject to VAT at the standard rate.

QUOTATION

10 Days validated.

Binfield Electrical (Services) Limited
 18 Farm Close
 Bracknell
 BS
 RG42 1SD
 01344640749
 peter@binfieldelectrical.co.uk
 www.binfieldelectrical.co.uk
 VAT Registration No.: 144467112
 Company Registration No. 08231883

Binfield Electrical Ltd

Serving Commerce & Industry Since 1967



Domestic, Commercial & Industrial Contractors

Estimate E150263

ADDRESS

Geoff Harper
 Winnersh Parish Council
 New Road
 Sindlesham
 Berkshire
 RG41 5DU

DATE
29/03/2023

TOTAL
£1,617.60

DATE	WORK TO BE CARRIED OUT	VAT	AMOUNT
	To attend site at Winnersh Community Center To replace existing light fittings in kitchen foyer with LED equivalents. To replace existing dimming switching arrangements located in kitchen foyer to accommodate dimming of LED light fittings. Test and inspect installation upon completion and supply relevant certificates of safety.	20.0% S	763.00
	Materials only:		
	Labour only	20.0% S	585.00

All prices are based upon works being completed during normal office hours, Monday to Friday, 8am to 5pm with unhindered access.

Terms and Conditions are strictly 30 days from date of invoice and the above quote will be honoured for a period of thirty days. No allowance has been made to undertake any work other than that specified above. All equipment supplied and work undertaken will be in accordance with current BS7671 wiring regulations. If any other work required comes to our attention an additional works quotation will be provided with any relevant background information. We hope that you find the above price acceptable and await your further instructions. If you have any questions concerning the above please do not hesitate to contact me.

SUBTOTAL
VAT TOTAL

1,348.00
269.60

TOTAL

£1,617.60

THANK YOU.

Accepted By

Accepted Date

Stephen Jauncey Bathrooms

**9 Tamar Way
Wokingham
RG41 3UB**

Email : stevejauncey@hotmail.co.uk

Tel: 01183751245

Mobile :07817048337

Estimate

3rd January 2023

Mr G Harper
Winnersh Community Centre
Sindlesham

Dear Mr Harper

Thank you for your enquiry. I am pleased to offer you the following estimate to carry out works to refit the disabled toilet . The prices are based on our initial conversation with all listed materials and labour included.

Labour content:

Remove and clear away all existing sanitary-ware, cupboards , tiles , flooring, radiator etc.

Half tile walls with 600x300 gloss white ceramic tiles. Decorate non tiled area.

Supply and fit Polysafe vinyl floor (colour tba)

Supply and fit 2 x 500 base units with worktops either side of proposed sink site allowing wheelchair access. Mirror above sink

Supply and fit DOC M kit ; wall hung basin with sequential mixer tap , close coupled comfort height WC . 4 x blue grab rails, 1 x blue swing arm .

Supply and fit pull cord alarm system and emergency light.

Supply and fit double panel radiator. Renew defective pipe and fittings

Install disabled door lock to existing door

Estimated price

£ 6,180.00

My public liability insurance details

Axa Policy no AC TRM 4264962 Indemnity £ 2,000,000

All installations include a Part P electrical certificate if applicable to conform to current building regulations.

I have submitted below a list of referees for your attention

I hope this estimate meets with your approval and I look forward to being of service to you

Contacts

Mr & Mrs Redmond	01189781786	Mr & Mrs Davies	01189791899
Mr Little	07838077952	Mrs Rimmer	07788283724
Mr & Mrs Murray	01344451631	Mrs Hughes	01189784471
Mr & Mrs Avery	079411295244	Mr Stalker	07791287373
Mr Fewster	07951836850	Mr Evetts	07706950229
Mr & Mrs Fraser	01344 452693	Mr & Mrs Jay	01189893134
Mrs Tuck	07922035777	Mrs Bell	01189780440
Mr & Mrs Whittaker	01189786225	Mr & Mrs Driscoll	07384513226
Mr & Mrs Harmer	01189321298	Mr & Mrs Searle	07768268288
Mrs Gresswell	07879650952	Mrs Trundley	07979276689
Mr Drake	07873377932	Mr & Mrs Hawes	01189783898
Mrs Corbett	07808946579	Dr & Mrs Tobin	01344774080

Mrs Clarke	07544097327	Mr & Mrs Huskinson	01189619805
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Mr & Mrs Butler	01189783572	Miss Liddle	07557221402
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Mr & Mrs Wood	01344 485543	Mr Webb	07782332760
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Kind regards

S Jauncey

SureTouch LTD



Date: 3rd March 2023
Quotation No.: 2303031730

Home Improvement Solutions

S. J. Tucker – Director

Mr Harper.
Winnersh Parish Council,
Community Centre Hall,
Bearwood Recreation Ground.
Berkshire.
RG41 5DJ

**31 Wises Firs
Sulhamstead
Reading
Berkshire
RG7 4EH**

**Tel .: 0118 983 1133
Mobile .: 0776 890 3620
Fax .: 0118 983 1166**

e-mail: jtucker@suretouch.co.uk

VAT Reg No: 824 5501 45

QUOTATION

Dear Mr Harper,

Further to our meeting on the 22nd February 2023 when we discussed the refurbishment of the disabled toilet at the Community Centre Hall we now have the pleasure of enclosing a detailed quotation for your consideration. Hopefully you will find everything to your satisfaction and we can look forward to being of service to you in the near future, please do not hesitate to contact us if there is anything you would like to discuss further.

Kind regards

Julian Tucker

Give your property that "SureTouch" !

Company No.: 3918528 - Registered office: 9a High Street, Yiewsley, West Drayton, Middlesex. UB7 8QG



Date: 3rd March 2023

Quotation No.: 2303031730

Disabled Toilet Refurbishment

- 1 Preparation of work areas as required,
- 2 Disconnect & remove existing low level toilet cistern/ toilet pan, inset wash basin, vanity unit & adjoining cupboards & radiator,
- 3 Remove existing fixtures & fittings,
- 4 Remove existing walls tiles & floor covering,
- 5 Walls to be repaired/ prepared where existing items & wall tiles were removed ready for new suite, tiling & decorating,
- 6 Floor to be repaired/ prepared ready for new floor covering,
- 7 All exposed pipe work to be boxed in and prepared ready for tiling & decorating, (access panels to be fitted in boxing to enable maintenance of isolation valves & rodding points),
- 8 Install/ fit & connect an 810mm wheelchair accessible wash basin & tap, (existing pipe work/ waste pipe work to be altered/ re-positioned as required),
- 9 Install/ fit 2 x additional cupboards, (1 to be positioned either side of new wash basin),
- 10 Fit worktop to 2 x additional cupboards,
- 11 Floor to have new nonslip commercial vinyl flooring fitted,
- 12 All walls to be ½ tiled/ grouted from floor to ceiling (approximately 1.2m)
- 13 Install/ fit & connect a new raised height close coupled toilet cistern & pan, (existing pipe work/ waste pipe work to be altered/ re-positioned as required),
- 14 Install/ fit & connect a new radiator, (existing pipe work to be altered/ repositioned as required),
- 15 Walls to have two coats of paint applied from top edge of wall tiles to ceiling,
- 16 Apply an undercoat & topcoat of paint to door & door frame,
- 17 Apply a waterproof sealant to wash basin area,
- 18 Fit folding grab rails on both sides of WC,
- 19 Fit wall mounted soap dispenser near wash basin area,
- 20 Install, fit & connect a new wall mounted warm air hand dryer, (connect to existing electrics),
- 21 Fit a wall mounted disposable hand towel dispenser,
- 22 Fit a wall mounted toilet roll dispenser,
- 23 Fit a mirror over wash basin area,

Continued

SureTouch LTD



Date: 3rd March 2023

Quotation No.: 2303031730

Disabled Toilet Refurbishment (continued)

Price: £9895.00*

- * Price excludes VAT @ 20% - this will be added to the final invoice.
- * Price includes wall/ flooring repair materials, plumbing materials, tile adhesives, tile grouts, waterproof sealants, wood for boxing & paints.
- * Price includes new wall tiles, Commercial non slip vinyl flooring, wheelchair accessible wash basin, wash basin tap, raised height toilet pan & close coupled cistern, radiator, radiator taps, 2 x additional cupboards, worktop, grab rails, soap dispenser, toilet roll dispenser, paper towel holder, mirror & warm air hand dryer.
- * Price includes disposal of old suite & all rubbish associated with the detailed work.
- * Payment would be required in 3 instalments – a 50% deposit/ initial payment is required before any materials are purchased or work commences, a 2nd payment of 25% is due on the start of the 2nd week of work and the final 25% payment is due once work is completed,

Give your property that “SureTouch” !

Briefing Paper – Basketball court

Nets

The metal nets that were installed were removed following the last playground inspection as they were deemed unsuitable and dangerous for a public park.

The Clerk arranged for the new heavy duty nylon nets to be installed by Nick Robins. The nets were in situ for 3 days before being vandalised.



Re-marking

Two quotes have been received for re-marking of the basketball court as follows:

Contractor A	1,081.00
Contractor B	465.80

The Caretaker has cut back the overhanging trees and is scheduled to clear the overgrowth around the edges.

Briefing Paper – Sue South Memorial Bench

The Clerk has been liaising with Mr South on the preferred type and location of the bench together with wording for the plaque.

The family's preferred option is a 1500mm recycled plastic bench in brown:



The preferred locations for siting are adjacent to the play area either in front of the roundabout or in front of the multi-unit (marked below in red):



The proposed inscription on a stainless steel plaque is:

IN LOVING MEMORY
OF SUE SOUTH
(1941 – 2022)
“Forever in our hearts”

The family has also requested permission to plant some spring bulbs either side of the bench.



Berkshire Construction Limited
8 Astor Close
Winnersh
Berkshire
RG41 5JZ
www.berkshireconstruction.co.uk
Email: info@berkshireconstruction.co.uk
Tel. 01189 371501

Marcia Milsom
Winnersh Community Centre
Mole Rd
Sindlesham
Berkshire
RG41 5DU

5th March 2023

Dear Marcia

Quotation for Door frame and door hold on Sindlesham room doors.

1. Supply and install Stainless steel frame; this will be installed behind the right hand door concreted in the ground and fixed to the wall.
2. Supply and install door hold maglock; this will be installed on the frame.
3. Connect the maglock up to access control system.

Total Cost for all the above £685.92 + Vat.

Thank you for giving me the opportunity of quoting, if you have any questions or queries, please do not hesitate to contact me.

Yours sincerely

Ashley Lang
Berkshire construction Limited
07831 882335



5th March 2023

CLIENT RESPONSABLES

Materials supplied by the client will need to be on site 24hrs prior to installing; any delays may incur extras costs.

If any changes are require to the quote 24hrs notice will be require prior to work starting.

EXTRAS

Any structural extras that may occur when building an extension will be quoted by email and will require a 24 hour response.

Any other extras will be quoted by email and carried out at the end of the job unless other wised agreed.

PAYMENT/DEPOSIT

Payment on completion.

Extras will be will paid at the time arisen unless otherwise agreed.

TERMS

In accordance with Berkshire Construction standard terms and conditions.

The proposal is based on the understanding that all work will be carried out during the Company's normal working hours and does not include overtime, weekend or Bank Holiday working unless agreed.

Our proposal assumes that the Company's workers will have free access to all relevant areas and are afforded continuous and uninterrupted working.

We try to ascertain that any work being performed by others is ready prior to our attending site, however, should we have to return to site due to incomplete items then we reserve the right to make additional charges at the appropriate rates.

VAT

All prices are subject to vat at the standard rate.

QUOTATION

10 Days validated.

WRFC Briefing Paper

All teams above U15 require 24' x 8' goalposts. The club currently has 3 teams above U15 which play at Barkham. All teams that play at Bearwood Recreation Ground are currently U14 and use 21' x 7' goalposts. The club has two U14 teams that will be moving up to U15 from September. There is no more capacity at Barkham for these teams and therefore the club is looking for another pitch.

To enable the new U15 teams to play at Bearwood, the club would need to purchase new 24' x 8' goalposts and store them on site. They would not fit in the existing store cupboard and the club has requested that a fenced compound be installed (at their cost) adjacent to the current store cupboard.

The compound would be built from green twin mesh security fencing measuring 8ft high, 3ft deep and would span the length of the brick store. A gate would be installed to allow the goalposts to be pushed in and out without the need for them to be dismantled.



Example of fencing

Briefing Paper – Karcher Floor Cleaner

The current Karcher floor cleaner was purchased in 2011 at a cost of £1,341.18.

The machine has not been fully operational for some months and a service by Karcher was carried out recently to ascertain the faults and obtain a quote for repairs.

The caretaker has advised that the relief caretaker is unable to use the machine due to its weight.

The service visit was at a cost of £209.76 + VAT and has subsequently identified some repairs to bring the machine back to full operation at a cost of £752.89 + VAT. NB: Karcher has advised that there may be additional faults which become apparent when this works has been completed.

The machine was previously repaired in 2018 at a cost of £747.84 + VAT.

The Clerk seeks consideration as to whether to carry out repairs to the existing machine or look to replace with a new machine.

The cost of a new equivalent Karcher machine is £1,958.33 + VAT.

There are alternative machines on the market as below:

Numatic TwinTec TT1840G Scrubber Dryer



£1,563.20 + VAT

Scrubber dryer SWM33, 1.600 m²/h, brush diameter 430 mm, wipeket

★★★★★ 11 reviews

10%



- ✓ Hig
- ✓ Erg
- ✓ Intt
- ✓ Eas
- ✓ Ret

£1,097.99 + VAT